

School User's Guide

to the

Education YES! School Self-Assessment Submission Process

Using

MIPlan

Version 1.1
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Prepared by:



AND



The Center for Educational Performance and Information

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Introduction

This document provides school administrators and public school academy administrators with step-by-step instructions for the submission of school buildings' self-assessments for *Education YES!* via the MIPlan application.

Education YES! is managed by the Michigan Department of Education and is one component of MIPlan.

MIPlan is Michigan's Web-based school improvement planning tool and is available at www.michigan.gov/miplan.

More information about MIPlan can be found on the Center for Educational Performance and Information's Web site (in the Administrators section) at www.michigan.gov/cepi.

Log In

To log in to MI-Plan, point your Internet Explorer web browser to the following location:

<http://www.michigan.gov/miplan>

You will arrive at the login screen, shown in the image below. Enter your **SCHOOL ADMIN** UserID and Password and click the "Log-In" button.



The screenshot shows the MIPlan login interface. At the top is a header for the "Center for Educational Performance & Information" with the Michigan.gov logo. Below the header is a navigation bar with links: Michigan.gov Home, Site Map, State Web Sites, Contact Michigan, and FAQ. The main content area is titled "MIPlan: School Improvement Planning in Michigan". It features a login form with the prompt "Type your User ID and Password here to begin!", fields for "User ID:" and "Password:", and a "Log-In" button. To the left of the login form is a "Welcome to MIPlan!" section with a photo of two people and text describing the tool. To the right is a "MIPlan Access" section with a link "How do I get access to the MIPlan School Improvement Planning Tool?" and a paragraph explaining that the tool is available to public school building and academy principals/administrators. Below that is a "MIPlan Help" section with a link "How do I get help with the MIPlan School Improvement Planning Tool?" and a paragraph directing users to the CEPI MIPlan info page for technical assistance. At the bottom is a copyright notice "Copyright © 2003 - State of Michigan" and a footer with various links including Michigan.gov Home, CEPI Home, CEPI FAQs, Contact CEPI, More State Web Sites, Privacy Policy, Link Policy, Accessibility Policy, and Security Policy.

Center for Educational Performance & Information

Michigan.gov

Michigan.gov Home | Site Map | State Web Sites | Contact Michigan | FAQ

MIPlan: School Improvement Planning in Michigan

Type your User ID and Password here to begin! User ID: Password:

Welcome to MIPlan!

MIPlan is a web-based continuous school improvement planning tool. The MIPlan system effectively brings together critical planning components of people, resources, data and information into a single environment that produces data-driven, research-based, and goal-oriented decisions for improving student learning.

MIPlan Access

[How do I get access to the MIPlan School Improvement Planning Tool?](#)

MIPlan is available to each public school building and public school academy principal/administrator. Each building principal should contact his or her local district superintendent for a MIPlan UserID and password. Public school academy administrators do not need to contact their local district superintendent. CEPI mailed UserIDs and passwords directly to each PSA in December 2003.

MIPlan Help

[How do I get help with the MIPlan School Improvement Planning Tool?](#)

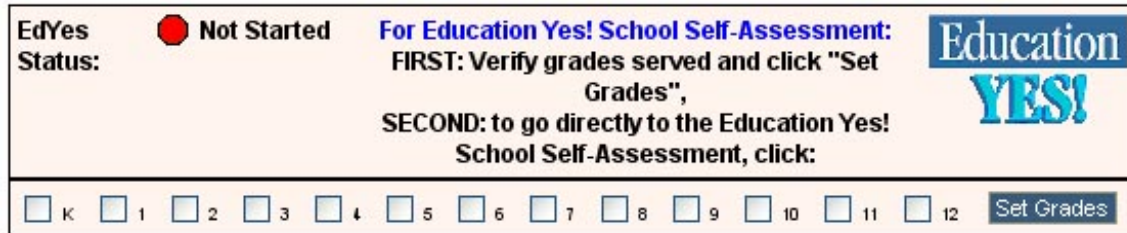
If you have questions regarding technical assistance, training, or password-related issues, please visit the [CEPI MIPlan info page](#).

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Navigating to the Education Yes! School Self-Assessment

After successfully logging in, you will see the MIPlan Foundation page where there will be an Education Yes! box as shown below. The status of the school's Education Yes! Self-Assessment is also shown here. If this is the first time you've logged in, there will be a red circle and the words "Not Started."



BEFORE Proceeding, please verify/change the grades selected are correct for those served by the school for the current year. (Note: when you log in the first time, NO grades will be selected, so make sure this gets updated PRIOR to proceeding to the School Self-Assessment. The Education Yes! School Self-Assessment does rely on your grade selection to be accurate.)

AFTER selecting the correct grades, click on the "Education Yes!" button on the right side of the shaded box to go directly to the Education Yes! Self-Assessment.

Self-Assessment Submission Status Categories Used in MIPlan

Next to each school is the status of that school's *EducationYES!* self-assessment. This is the status of the ENTIRE Self-Assessment - that is, the status of all 11 performance indicators and where the school is in the process of completing and submitting the Self-Assessment to the district superintendent. There is another status indicator similar to this for where the school is in completing the assessment of each performance indicator (see next section).

This submission status may be reported as:


- Red - Not Started
Recording the indicators of performance school self-assessment has not yet begun.

EdYes Status:  Not Started

- Yellow - In Progress
Recording the indicators of performance school self-assessment has begun.


EdYes Status:  In Progress

- Blue - Submitted
The indicators of performance school self-assessment has been finished and submitted for district review.

EdYes Status:  Submitted


- Exclamation Point Icon - Pending Changes

The indicators of performance school self-assessment was submitted to the district and the district did not approve it. The district returned it to the school to make some adjustments/changes. This status indicates there are changes that the school should make and re-submit.

EdYes Status:  Pending

- Green - Approved

The indicators of performance school self-assessment was submitted to the district and approved. No further work is needed on the part of the school around submission of the self-assessment. However, this information is still available within MI-Plan for use in the school improvement plan as a major source of contextual data.

EdYes Status:  Approved


The School Self-Assessment Interface

When you click on the "Education Yes!" button after logging in, an interface to complete the school's self-assessment will appear. The interface contains brief instructions on how to complete the Education Yes! School Self-Assessment and the current submission status of the Self-Assessment. It also lists the performance indicators and their completion status.


Achievement
Demographic
Contextual
Perception

Click to Add Data Use this button to upload contextual data to your collection.




CUSTOM DATA
No Custom Data.

To Complete Education Yes! School Self-Assessment:


1. Click the **Enter/Edit** button for one of the indicators.
2. Complete the form in one of two ways:
 - o Complete the form, OR
 - o Import last year's submission using the **Pre-Populate** button and modify it
3. Click the **Submit** button. (this saves your results; it does NOT submit to the district)
4. When all indicators are completed, View entire submission by clicking on **Full Survey View** button (textual) and **Summary** button (graphical).
5. Enter text in **Submission Comments** text box.
6. Click the **Submit** button located next to the submission comments box to "send" to the district superintendent for approval. (This final submit button will appear AFTER you have completed your school self-assessment.) The EdYes! Status for your school will change to "submitted" (blue). For more detailed instructions, please see the document **Schools: Completing and Submitting Your EdYes! Self-Assessment** in the HELP system (located in upper left hand corner).

EdYes Status:  Not Started

Indicators of Engagement

 Curriculum Alignment Required qualitative collection.	Not Yet Available Enter/Edit
 Continuous Improvement Required qualitative collection.	Not Yet Available Enter/Edit
 Performance Management Systems Required qualitative collection.	Not Yet Available Enter/Edit

All indicator completion status buttons (next to the performance indicators) will be **red**, indicating that the collections have not been filled out. They also have the text "Not Yet Available" and an **Enter/Edit** button to the right. When completed, the red completion indicator will turn green and a **Full Data View** button will appear to the right (next to the **Enter/Edit** button - where it says "Not Yet Available").

The current completion status specified for each of the performance indicators (colored icon next to each indicator) will be one of the following:

- Red - Not Started - Recording the evaluation and evidence for an indicator has not yet begun.
- Yellow - In Progress - Self-assessment and the recording of evidence has begun, but is not completely filled out (all components must have ONE (1) radio button checked to be considered "completed"). **(NOTE: completed does NOT mean that it can't be changed, simply that it has been done.)**
- Green - Completed - Self-assessment and the recording of evidence have been completed (all components have ONE (1) radio button checked).

Completing the School Self-Assessment

To **Complete** a collection form for an indicator that has not yet been completed, select **Enter/Edit** on a collection with a red circle next to it.

At the top of the performance indicator page are a definition and description of the performance indicator. The indicator components will be displayed, allowing the user to respond to each performance indicator component. For example, the image below shows the top of the input page for Performance Indicator number 2 - Continuous Improvement.

Achievement **Demographic** **Contextual** **Perception**

EDUCATION YES! - A YARDSTICK FOR EXCELLENT SCHOOLS

2. Indicators of Engagement - Continuous Improvement

If you have not yet submitted this form you may pre-populate the fields with data from last year.

When you have completed the entire form submit the results by clicking the 'Submit Survey' button to the right at either the top or bottom of the page.

DEFINITION: This indicator will recognize programs that have a focus on continuous improvement, including monitoring of improvement activities, support provided through professional development, visitation by peer reviewers and/or other continuous improvement processes.

DESCRIPTION: The school actively engages in a data-driven continuous improvement process. The continuous improvement process is focused on teaching and learning and is communicated to all stakeholders.

There are two ways to complete the form.

1. Complete the form from scratch
 - 1.1. The collection form as presented is blank and can be filled out in the following fashion:
 - 1.2. The school may score itself on a scale of 0-3 as follows:
 - 1.2.1. 0 = Not Yet Meeting Criteria (No Evidence required)
 - 1.2.2. 1 = Starting to Meet Criteria (Some Evidence required)
 - 1.2.3. 2 = Progressing Towards Criteria (Some Evidence required)
 - 1.2.4. 3 = Systematically and Consistently Meeting Criteria (Some Evidence required)
 - 1.3. Fill out the collection form completely - supply evidence as necessary to support the performance level assessed.
 - 1.4. Select the **Submit** button.
 - 1.5. You will be taken to a results screen. All of the answers as entered are visible in the results. (Graphs, Tables, and Text, depending on the questions - see image below)
2. Import last year's submission and modify it
 - 2.1. Click the **Pre-Populate** button near the top of the page (see image above).
 - 2.2. Last year's submission data will appear in the form
 - 2.3. Make necessary modifications to rating and/or textual evidence
 - 2.4. Select the **Submit** button.
 - 2.5. You will be taken to a results screen. All of the answers as entered are visible in the results. (Graphs, Tables, and Text, depending on the questions - see image below)

Below the definition and description, you will see on this page the form for submitting your self-assessment. The form (represented in the images below) is repeated for each component of the indicator. The top half is the rubric for scoring the school in the particular component of the indicator selected. Below you see indicator 2.3 - Guidance and Feedback for the Improvement Process (part of indicator number 2 - Continuous Improvement). The bottom half is where the school enters evidence supporting their selection in the rubric. Indicator components will have one or more criteria identified. Each achievement level will have certain criteria or number of criteria that must be met in order to select the achievement level. A brief list of items that identify evidence associated with the criteria must be entered in the evidence prompt areas.

2.3 GUIDANCE AND FEEDBACK FOR THE IMPROVEMENT PROCESS				
	Achievement Levels			
	Systematically and Consistently Meeting Criteria	Progressing Towards Criteria	Starting To Meet Criteria	Not Yet Meeting Criteria
<p>2.3 GUIDANCE AND FEEDBACK FOR THE IMPROVEMENT PROCESS</p>	<p>The school continually evaluates the improvement process as evidenced by:</p> <p>A. Collecting and analyzing quantitative and qualitative data surrounding student achievement and school process data</p> <p>B. Setting and/or modifying improvement goals based on the documentation of need</p> <p>C. Seeking feedback annually from stakeholder groups about the effectiveness of the school improvement process</p> <p>D. Conducting an external (outside of building) peer review at least once every three years</p> <p><i>Examples: summaries of data collection, committee membership lists, documentation of external and internal peer reviews, changes to the process, intradistrict review, inter-district review, North Central Accreditation, Baldrige, International Organization for Standardization Compliance Audit, Title I On-site Review Process</i></p>	<p>The school meets at least 2 of A through D</p>	<p>The school meets at least 1 of A through D</p>	<p>No Evidence</p>
	<p>Briefly list items that identify evidence of how your building meets the criteria.</p> <p>A.</p> <p>B.</p> <p>C.</p> <p>D.</p>			

Reviewing the School Self-Assessment

When you are done supplying evidence for the questions you may review your completed self-assessment in two ways - partially (one indicator at a time) or fully (all indicators at once).

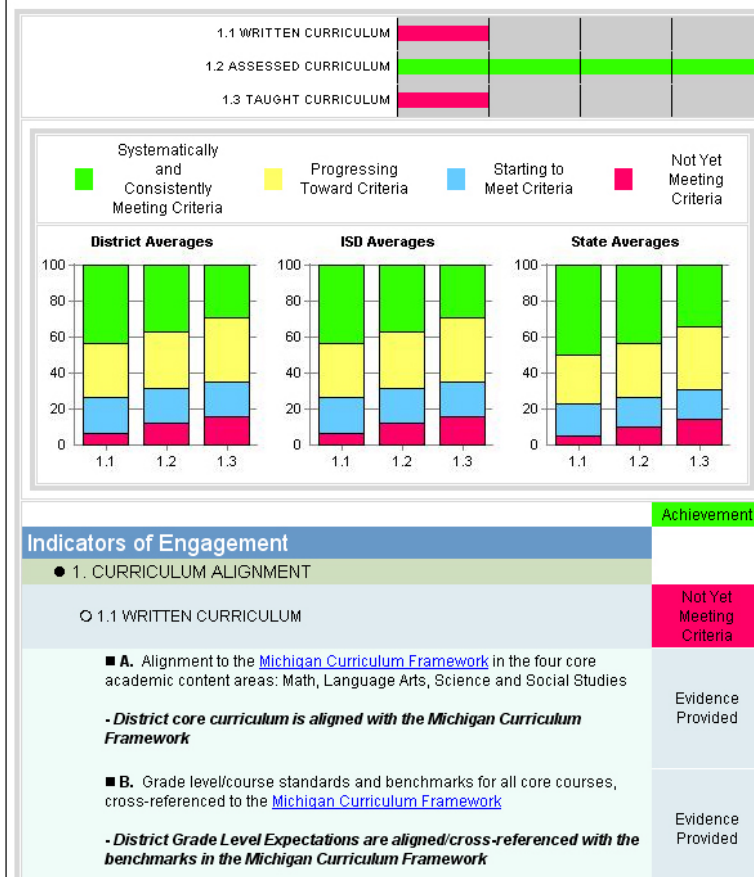
Partial Review (One Indicator at a Time)

To review the self-assessment, click on the **Full Data View** button to the right of each performance indicator. You will be presented with the school self-assessment for that particular indicator as submitted (see example below).

Curriculum Alignment

Data Description: Schools will measure their work toward curriculum alignment in the school and across the district. Attention will be paid to the local curriculum standards for learning, problem solving and decision-making to give students the tools necessary to succeed in the Information Age.

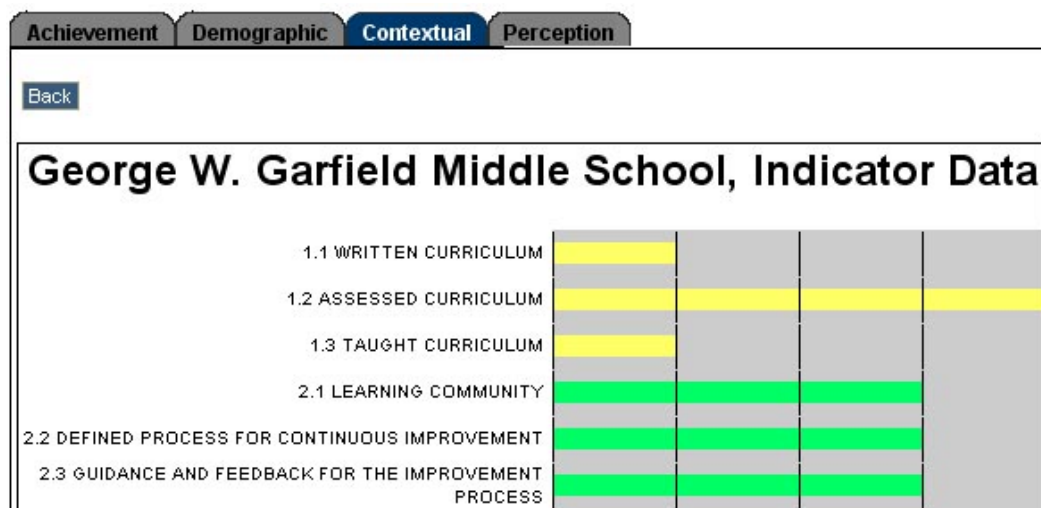
Data Source Description: Contextual Survey



Full Review (All Indicators at Once)

A full review of the School Self-Assessment can be done either graphically or textually.

For a completed self-assessment showing a **graphical** representation of your assessment levels for each indicator and component, click on the [Summary](#) button below the **Submission Comments** box (on the right hand side, just above the performance indicators). Click the [Back](#) button to return to the indicator page.



For a completed self-assessment showing all the **textual** representations of the assessment and the evidence provided, click on the [Full Survey View](#) button below the Submission Comments box (on the right hand side, just above the performance indicators). Click the [Back](#) button to return to the indicator page.

Education YES! – A Yardstick for Excellent Schools

Indicators of Engagement

- 1. CURRICULUM ALIGNMENT
 - 1.1 WRITTEN CURRICULUM
 - A. Alignment to the [Michigan Curriculum Framework](#) in the four core academic content areas: Math, Language Arts, Science and Social Studies
 - We have adopted current texts so they are aligned with the Michigan Curriculum Framework. All supplemental materials used in the classrooms are chosen based on this criteria. Media materials have to meet M.C.F. standards. The district is currently in the process of aligning our curriculum with the Michigan Curriculum Frameworks.

Achievement

Progressing Towards Criteria


Evidence Provided

Submitting the Completed School Self-Assessment

After the submission is reviewed and is ready to be submitted to the district for review, enter comments into the **Submission Comments** box for the superintendent to assist him/her in reviewing or evaluating your submission. Then, click on the **Submit** button on the right side just above the text box. As shown below, your EdYes Status button will turn blue (representing a "submitted" status) and the text boxes will disappear. The **Summary** and **Full Survey View** buttons will remain on the screen for your use.

To Complete Education Yes! School Self-Assessment:

1. Click the **Enter/Edit** button for one of the indicators.
2. Complete the form in one of two ways:
 - Complete the form, OR
 - Import last year's submission using the **Pre-Populate** button and modify it.
3. Click the **Submit** button. (this saves your results; it does NOT submit to the district)
4. When all indicators are completed, View entire submission by clicking on **Full Survey View** button (textual) and **Summary** button (graphical).
5. Enter text in **Submission Comments** text box.
6. Click the **Submit** button located next to the submission comments box to "send" to the district superintendent for approval. (This final submit button will appear AFTER you have completed your school self-assessment.) The EdYes! Status for your school will change to "submitted" (blue). For more detailed instructions, please see the document **Schools: Completing and Submitting Your EdYes! Self-Assessment** in the HELP system (located in upper left hand corner).



EdYes Status: ● In Progress

You have answered all of the self-assessment questions. When you are done supplying evidence for the questions you may submit the report to your district administrator for review.

Submission Comments:

Submit


Summary
Full Survey View

Indicators of Engagement


●	<p>Curriculum Alignment</p> <p>Required qualitative collection.</p>	Full Data View Enter/Edit
●	<p>Continuous Improvement</p> <p>Required qualitative collection.</p>	Full Data View Enter/Edit
●	<p>Performance Management Systems</p> <p>Required qualitative collection.</p>	Full Data View Enter/Edit

Immediately after submitting the Self-Assessment to the district, the EdYes Status changes to blue ("submitted"), as shown below.

To Complete Education Yes! School Self-Assessment:




1. Click the [Enter/Edit](#) button for one of the indicators.
2. Complete the form in one of two ways:
 - Complete the form, OR
 - Import last year's submission using the [Pre-Populate](#) button and modify it.
3. Click the [Submit](#) button. (this saves your results; it does NOT submit to the district)
4. When all indicators are completed, View entire submission by clicking on Full [Survey View](#) button (textual) and [Summary](#) button (graphical).
5. Enter text in [Submission Comments](#) text box.
6. Click the Submit button located next to the submission comments box to "send" to the district superintendent for approval. (This final submit button will appear AFTER you have completed your school self-assessment.) The EdYes! Status for your school will change to "submitted" (blue). For more detailed instructions, please see the document [Schools: Completing and Submitting Your EdYes! Self-Assessment](#) in the HELP system (located in upper left hand corner).

EdYes Status:  Submitted

[Summary](#)

[Full Survey View](#)

Indicators of Engagement

 Curriculum Alignment

[Full Data View](#)

Required qualitative collection.

At this point, the submission process is over.

The District Review Process

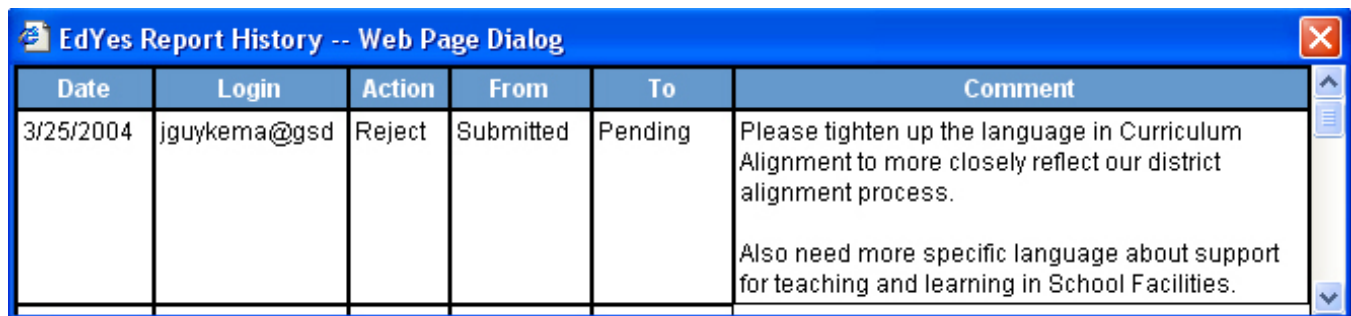
Comments Throughout the Process

The comment boxes facilitate a two-way communication between the school principal and the superintendent regarding the submission and possible changes requested by the district. The Comment boxes are used by the school when it has assessed all performance indicators and is submitting to the district superintendent and when the superintendent has reviewed the school's indicators and is recommending that the school make changes to the submission.

For your information: If the district superintendent rejects the submission and requests changes be made, the submission status will change to "Pending". When you return to the EdYes Self-Assessment page, there will be **TWO** comments boxes showing for the remainder of the process, one showing the last comment the district made and one to make a new submission comment after making changes and when ready to resubmit to the district superintendent.

Also, just above the School Submission Comments box is the **Show History** button. When you click on this button, a popup window displays the submission history discussion between the district and school, providing the following information (image following):

- Date information was entered by district or school staff
- Who entered the information
- What action was taken
- What the change in action status was (From and To)
- Comment associated with the update



Date	Login	Action	From	To	Comment
3/25/2004	jguykema@gsd	Reject	Submitted	Pending	Please tighten up the language in Curriculum Alignment to more closely reflect our district alignment process. Also need more specific language about support for teaching and learning in School Facilities.

This exchange continues between the school and district until the district approves the school's submission.

Once approved, the submission status will change to **APPROVED**.

Once the status shows "Approved" for your school, the School Self-Assessment process is completed and will then be processed by the state. There is nothing further that you need to do.

Thank you!